

2009 Coordinator Calendar




Last Revised Date: 01-02-09

January				
Schedule time with staff members to discuss 2009 Nutrition Education Plan	Schedule Annual Civil Rights In-service	Conduct outreach activities	Change passwords in Client Services	Update Client Compliance Point of Contact information (Vol. 1, Chap 2- appendix)
Send new staff to Core WIC Training http://www.doh.wa.gov/cfh/WIC/clinic.htm#training January 27-30	Schedule staff members for Intensive Lactation Management Training Eastern WA Spokane: April 27-May 1 Western WA Location TBD: March 16-20			Change clinic address or phone by emailing: wicaddress@doh.wa.gov Put "changes" in subject line
Update staff members' information in Client Services	Provide Learner Centered Nutrition In- service to CPAs	Birth Defects Prevention Month http://www.marchofdimes.com/		


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February

Finalize 2009 Nutrition Education Plan	Schedule staff for week-long lactation training; Western WA SeaTac: March 16-20 Eastern WA Spokane: April 27-May 1	Finalize National Nutrition Month activities	Plan for staff performance reviews
Provide Learner Centered Nutrition In-service to CPAs	National Children's Dental Health Month ncdhm@ada.org		


March

Submit 2009 Nutrition Education Plan by March 31 DELIVERABLE	Order outreach materials with new income guidelines	Attend the Intensive Lactation Management Training SeaTac: March 16-20	Attend the NWA 19 th Annual WA Leadership Conference March 8-10 Washington, DC http://www.nwica.org/
Celebrate Registered Dietitian's Day March 10	Prepare for Farmer's Market Nutrition Program to begin June 1	Provide Learner Centered Nutrition In-service to CPAs	 National Nutrition Month www.eatright.org


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April

Begin using new income guidelines for WIC	Implement 2009 Nutrition Education Plan	Attend the Intensive Lactation Management Training Eastern WA Spokane April 27- May 1	Prepare for Farmer's Market Nutrition Program to begin June 1	Provide Learner Centered Nutrition In-service to CPAs
Attend the Washington State Dietetic Association Conference April 26- 28 Vancouver (combined conference with Oregon)			National Public Health Week April 6-12 http://www.nphw.org/nphw09/default.htm	



May

Attend the NWA 2009 Annual Conference May 24-27 Nashville, TN	Plan for World Breastfeeding Week in August	Continue to prepare for the Farmer's Market Nutrition Program beginning next month	Provide Learner Centered Nutrition In-service to CPAs	National Physical Fitness & Sports Medicine Month http://www.fitness.gov/
				

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June

Begin Farmer's Market Nutrition Program	Register staff for the UMN Video Stream	Change clinic address or phone by emailing: wecaddress@doh.wa.gov Put "Changes" in subject line of email	Provide Learner Centered Nutrition In-service to CPAs	National Safety Month http://www.nsc.org/nsm/ 
July				
Finalize World Breastfeeding Week activities	Update staff members' information in Client Services	Provide Learner Centered Nutrition In-service to CPAs		 UV Safety Month http://www.mmpc.com/news/dates/july http://www.preventblindness.org/


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August

Enjoy World Breastfeeding Week August 1-7	Two months left before the Federal Fiscal Year 2009 WIC Expenditure Report is due	View UMN National Maternal Nutrition Intensive Course sessions via video stream	Provide Learner Centered Nutrition In-service to CPAs	Conduct outreach activities
				World Breastfeeding Week August 1-7 http://www.llli.org/


September

Last month to complete the time study for Federal Fiscal Year 2009 WIC Expenditure Report	Coordinate completion of Federal Fiscal Year 2009 WIC Expenditure Report with fiscal staff	View UMN National Maternal Nutrition Intensive Course sessions via video stream	Complete mid-year evaluation of the 2009 Nutrition Education Plan	Last month to issue Farmer's Market Nutrition Program checks
Provide Learner Centered Nutrition In-service to CPAs			National Fruit & Veggies-More Matters Month http://www.pbhfoundation.org/	


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October

Implement New Food Choices October 1	Begin time studies for new Federal Fiscal Year; 1 week per month or 1 month per quarter	Work with fiscal staff to complete the annual WIC Expenditure Report for Federal Fiscal Year 2009 (October 1, 2008-September 30, 2009)		Send completed "Documentation Farmer's Market Nutrition Program Administrative Funds" form to state office 
Last month for clients to redeem Farmer's Market Nutrition Program checks	Send Farmer's Market Nutrition Program check registers to Convansys	Destroy all un-issued Farmer's Market Nutrition Program checks	Provide Learner Centered Nutrition In-service to CPAs	Attend the 16 th Annual Joint Conference on Health October 5-7 Yakima http://www.wspha.org/JCHFutureLocations.htm

November

Submit the Federal Fiscal Year 2009 WIC Expenditure Report – November 30 DELIVERABLE	Submit final A-19 billing for Federal Fiscal Year 2009 by November 30	Send new dietitians to the WIC Nutritionist Training	Provide Learner Centered Nutrition In-service to CPAs	Prematurity Awareness Month http://www.marchofdimes.com/ 
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December

Review equipment inventory list	Calibrate anthropometric equipment	Send new coordinators to WIC Coordinator Training	Provide Learner Centered Nutrition In-service to CPAs	Plan for monthly in-service topics for the upcoming year
<div>  <p>National Handwashing Awareness Week December 6-12 http://www.henrythehand.com/pages/content/hwaw.html</p> </div>				

